

**CAPITAL COMMUNITY COLLEGE**  
**CC Educational Assistant**  
**Admissions Recruitment Job Developer and Placement Coordinator, CCP 16**  
**(Health and Life Sciences Career Initiative Grant)**  
**Full Time, 12 Month, (35 hours per week)**  
**Renewable for the Duration of the Grant**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Capital Community College, 950 Main Street, Hartford, CT 06103  
**Hours:** 35 hours per week  
**Salary:** \$49,211 approximate annual  
**Closing Date:** **February 12, 2013**

**General Knowledge,  
Skills and Ability:**

The incumbent should have substantial knowledge and abilities in (1) job placement and recruiting; (2) career advising and counseling; (3) admissions, marketing, business development or a related field; (4) information technology literacy skills and (5) effective oral and written communications. A bachelor's degree in an appropriately relevant field together with two to five years of experience applying those disciplines in a field related to career development, placement, education administration or business or a combination of experience and training which would lead to the competencies required for effective performance of the position's essential duties. A master's degree is preferred.

**General Experience:**

The job developer will work under the direction of the Dean of Students and Grant Coordinator. The position will be accountable for promoting and obtaining the participation of employers in programs for placement of the College's students in career-related jobs to provide students with experience and permanent employment through effective performance of (1) the development of employment opportunities such as identifying academic programs best suited for career-related job development; (2) marketing the College's career programs to employers, students and faculty; (3) guiding students on career-related employment by assessing student career interests, abilities, special needs and determining employment opportunities best suited to those considerations.

**Substitution Allowed:**

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application Instructions:**

Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three references and college transcripts to:

Ms. Josephine Agnello-Veley  
Assistant Director of Human Resources  
Capital Community College  
950 Main Street  
Hartford, CT 06103  
[CA-HRApplc@capitalcc.edu](mailto:CA-HRApplc@capitalcc.edu)

**APPLICATION AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.